

**A RESOLUTION
BY CITY UTILITIES COMMITTEE**

A RESOLUTION AUTHORIZING THE DEPARTMENT OF WATERSHED MANAGEMENT TO APPROVE A TASK ORDER TO ARCADIS BPA, JOINT VENTURE FOR FC-4906A, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES, FEMA PROPERTY ACQUISITION, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT IN AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETY-ONE THOUSAND, TWO HUNDRED DOLLARS AND NO CENTS (\$191,200.00); ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM FUND, DEPARTMENT, ORGANIZATION, AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER R&E FUND) 170602 (DWM GREENWAY PLANNING & ACQUISITION) 5212001 (CONSULTING / PROFESSIONAL SERVICES) 7410000 (PLANNING & ZONING); AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta did enter into FC-4906A, Annual Contract for Architectural and Engineering Services, on behalf of the Department of Watershed Management; and

WHEREAS, the Department requires Architectural and Engineering services, which include real estate services, to acquire substantially damaged properties in the area of Peachtree Creek and Nancy Creek; and

WHEREAS, the Commissioner of the Department of Watershed Management and the Chief Procurement Officer have recommended the issuance of a Task Order to Arcadis BPA, Joint Venture for Architectural and Engineer Services for FEMA Property Acquisition in an amount not to exceed One Hundred Ninety-One Thousand Two Hundred Dollars and No Cents (\$191,200.00).

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Department of Watershed Management is authorized to issue a Task Order to Arcadis BPA, Joint Venture under contract FC-4096A, City Wide Annual Contract for Architectural and Engineer Services, FEMA Property Acquisition, in an amount not to exceed One Hundred Ninety-One Thousand, Two Hundred Dollars and No Cents (\$191,200.00).

BE IT FINALLY RESOLVED, that all contract work will be charge to and paid from Fund Department Organization and Account Number 5052 (Water & Wastewater R&E Fund) 170602 (DWM Greenway Planning & Acquisition) 5212001 (Consulting / Professional Services) 7410000 (Planning & Zoning).

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: City Utilities

Caption: A RESOLUTION AUTHORIZING THE DEPARTMENT OF WATERSHED MANAGEMENT TO APPROVE A TASK ORDER TO ARCADIS BPA, JOINT VENTURE FOR FC-4906A, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES, FEMA PROPERTY ACQUISITION, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT IN AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETY-ONE THOUSAND TWO HUNDRED DOLLARS AND NO CENTS (\$191,200.00); ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM FUND, DEPARTMENT, ORGANIZATION, AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER R&E FUND) 170602 (DWM GREENWAY PLANNING & ACQUISITION) 5212001 (CONSULTING / PROFESSIONAL SERVICES) 7410000 (PLANNING & ZONING); AND FOR OTHER PURPOSES.

Council Meeting Date: October 4, 2010

Requesting Dept.: Watershed Management

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

Example: The purpose of this legislation is to anticipate funds from a local assistance grant to purchase child safety seats.

The purpose of this legislation is to authorize the Mayor of the City of Atlanta to issue a task order to Arcadis BPA, Joint Venture to provide real estate services to acquire substantially damaged Properties in the area of Peachtree Creek and Nancy Creek.

2. Please provide background information regarding this legislation.

Example: The task force of homelessness conducted a study regarding homelessness, its impact and consequences on the City. This resolution reflects the Mayor's desire to open a twenty-four hour center that will respond to the needs of the homelessness in Atlanta.

The Department of Watershed Management previously had legislation approved to authorize the application for and acceptance of FEMA grants funds to acquire these properties. This task order will accomplish the implementation of the project. The properties have been repetitively flooded during several

rain events in the past ten years and have been declared substantially damaged after the 2009 rain event. The acquisition of these properties will eliminate future flooding and will provide partial flooding relief to the neighboring properties.

3. If Applicable/Known:

- (a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):** Professional Services
- (b) **Source Selection:** N/A
- (c) **Bids/Proposals Due:** N/A
- (d) **Invitations Issued:** N/A
- (e) **Number of Bids:** N/A
- (f) **Proposals Received:** N/A
- (g) **Bidders/Proponents:** N/A
- (h) **Term of Contract:** Three (3) years; with two (2) one (1) year renewal options.

4. Fund Account Center (Ex. Name and number): 5052. 170602. 5212001. 7410000 in the amount of One Hundred Ninety-one Thousand Two Hundred Dollars and No Cents (\$191,200.00).

Fund: _____ **Account:** _____ **Center:** _____

5. Source of Funds: Example: Local Assistance Grant

6. Fiscal Impact: One Hundred Ninety-one Thousand Two Hundred Dollars and No Cents (\$191,200.00).

Example: This legislation will result in a reduction in the amount of _____ to Fund Account Center Number _____.

7. Method of Cost Recovery: N/A

Examples:

- a. **Revenues generated from the permits required under this legislation will be used to fund the personnel needed to carry out the permitting process.**
- b. **Money obtained from a local assistance grant will be used to cover the costs of this Summer Food Program.**

This Legislative Request Form Was Prepared By: Seham Abdulahad

**DEPARTMENT OF PROCUREMENT
LEGISLATION SUMMARY**

TO: City Utilities Committee

CAPTION

A RESOLUTION AUTHORIZING THE DEPARTMENT OF WATERSHED MANAGEMENT TO APPROVE A TASK ORDER TO ARCADIS BPA, JOINT VENTURE FOR FC-4906A, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES, FEMA PROPERTY ACQUISITION, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT IN AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETY-ONE THOUSAND TWO HUNDRED DOLLARS AND NO CENTS (\$191,200.00); ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM FUND, DEPARTMENT, ORGANIZATION, AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER R&E FUND) 170602 (DWM GREENWAY PLANNING & ACQUISITION) 5212001 (CONSULTING / PROFESSIONAL SERVICES) 7410000 (PLANNING & ZONING); AND FOR OTHER PURPOSES.

COMMITTEE MEETING

DATE: **September 28, 2010**

COUNCIL MEETING

DATE: **October 4, 2010**

LEGISLATION TITLE: FC-4096A, City Wide Annual Contract for Architectural and Engineer Services, FEMA Property Acquisition

REQUESTING DEPT.: **Watershed Management**

CONTRACT TYPE: Professional Services

AWARDEES: Arcadis/Brindley Pieters & Associates, Joint Venture

SOURCE SELECTION: Sealed RFP

PROPOSALS DUE: May 6, 2009

INVITATIONS MAILED: 150

PROPOSALS
RECEIVED: 14

PROPONENTS: A E COM/ H. J. Russell, Joint Venture
Arcadis /Brindley Pieters & Associates, Inc, Joint Venture
Atlanta Services Group

BGR Joint Venture Office
Brown and Caldwell, Inc /Delon Hampton & Associates,
Chartered, A Joint Venture
Citywide Infrastructure Provider
JP2 (Jacobs, PRAD, PBS&J)
MA-HMM Gude, JV
Parsons-Cardozo Engineering, Joint Venture
Prime Engineering, Inc. and Chester Engineers, Joint Venture
Shaw-Benchmark, Joint Venture
Southern Right of Way
Strategic Team Concepts, LLC
Total Solution Partners

Contractor: Arcadis /Brindley Pieters & Associates, Inc, Joint Venture

Estimated Value: \$ 191,200.00

Scope Summary: The purpose of this legislation is to authorize the Mayor to assign a Task Order in the amount of One hundred ninety-one thousand two hundred dollars (\$191,200.00) to provide real estate services to acquire substantially damaged Properties in the area of Peachtree Creek and Nancy Creek.

BACKGROUND: Original executed on December 21, 2009, expired on December 20, 2011

EVALUATION TEAM COMPOSITION: DWM, OCC, DPW, LAW, OEMA, DPRCA

TERM OF CONTRACT: Two (2) years with an option to renew for three (3) one (1) year periods

FUND ACCOUNT CENTERS: N/A

PREPARED BY: Anthony Stanley

CONTACT NUMBER: 404-330-6384



KASIM REED
MAYOR

CITY OF ATLANTA
55 TRINITY AVENUE., SW, SUITE 5400, SOUTH BLDG.
ATLANTA, GEORGIA 30303-0324
OFFICE (404) 330-6081
FAX (404) 658-7194

DEPARTMENT OF
WATERSHED MANAGEMENT
ROBERT J. HUNTER
Commissioner

M E M O R A N D U M

TO: Adam L. Smith, Chief Procurement Officer
Department of Procurement

FROM: Robert J. Hunter, Commissioner *Robert J. Hunter*
Department of Watershed Management

DATE: August 18, 2010

RE: **Legislative Request for FC-4906A, Architectural, Engineering & Design Services -
Task Order for FEMA Property Acquisition
Contractor: Arcadis/Brindley Pieters & Associates, a Joint Venture**

Please prepare the appropriate legislative summary for Cycle 16 (October 4, 2010) to approve the issuance of a Task Order for the above referenced Agreement.

These services shall be charged to and paid from **FDOA: 5052.170602.5212001.7410000** in an amount not to exceed **One Hundred Ninety-one Thousand Two Hundred Dollars and No Cents (\$191,200.00).**

If you have any additional questions concerning this matter, please feel free to contact Cynthia P. Brinkley, Procurement Officer, at (404) 330-6096.

Your assistance in this matter is appreciated.

/cpb

C: Sheila Pierce, Deputy Commissioner – DWM
Sally Mills, Deputy Commissioner – BWP
Keith Brooks, Acting Deputy Chief Procurement Officer - DOP
Gwendolyn J. Carswell, Watershed Manager – DWM
Maisha Land-Wood, Legislative Liaison – DWM
Susan Rutherford, Watershed Manager – BWP
Seham Abdulahad, Civil Engineer, Sr. – BWP
Anthony D. Stanley, Contracting Officer – DOP
Cynthia P. Brinkley, Procurement Officer – DWM



CITY OF ATLANTA

Shirley Franklin
Mayor

SUITE 1700
55 TRINITY AVENUE, SW
ATLANTA, GA 30303
(404) 330-6010 Fax: (404) 658-7359
Internet Home Page: www.atlantaga.gov

OFFICE OF CONTRACT COMPLIANCE
Hubert Owens
Director
howens@atlantaga.gov

MEMORANDUM

TO: Adam L. Smith, Chief Procurement Officer
Department of Procurement

FROM: Hubert Owens, Director
Mayor's Office of Contract Compliance

RE: **Bid Recommendation for FC 4906, Architectural, Engineering and Design Services (RFP)**

DATE: June 3, 2009

The Office of Contract Compliance has reviewed the thirteen (13) proposals for minority and female business enterprise participation. All thirteen proponents have been deemed responsive by the Office of Contract Compliance. For your information, they have committed to utilize AABEs, HBES, ABE, NABE and FBEs as indicated below:

Jacobs, Prad Group/PBS & J a JV		(15 pts.)
Prad Group, Inc.	AABE	32%
McKissack & McKissack	AABE	3%
Street Smarts	FBE	4%
JAT Consulting Services, Inc.	FBE	1%
Smith Real Estate Services, Inc.	AABE	1%
Willmer Engineering, Inc.	FBE	2%
TCG Consulting, Inc.	AABE	.25%
Edwards-Pitman Environmental, Inc.	FBE	.75%
Richard Wittschiede Hand	FBE	.1%
Participation Total		44%

Prime Engineering, Inc./Chester Engineering a JV		(15 pts.)
Accura Engineering	ABE	2%
Chester Engineers	AABE	30%
Costing Services Group	FBE	2%
Smith Real Estate, Inc.	AABE	2%
Sycamore Consulting	FBE	2%
TechMap	FBE	2%
Participation Total		40%

MEMORANDUM

TO: Adam L. Smith
FROM: Hubert Owens
RE: Bid Recommendation for FC 4906, Architectural, Engineering and Design Services (RFP)
DATE: June 3, 2009
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BGR a JV		(15 pts.)
Rohadfox Construction Control Services Corp.	AABE	21%
Turner Associates Architects & Planners	AABE	10%
Metals & Materials Engineers, LLC	AABE	5%
Street Smart, Inc.	FBE	3%
Moonshowers, Inc.	FBE	1%
TCG Consulting, Inc.	FBE	1%
Participation Total		41%

Strategic Team Concepts, LLC		(15 pts.)
Civil Services, Inc.	AABE	20%
LCW Engineering	AABE	8%
Logical Integrations, Inc.	AABE	1%
D. Clark Harris, Inc.	FBE	1%
Middleton House, Inc.	FBE	1%
Soils and Environmental Testing Services, Inc. (SETS)	AABE	12%
Smith Real Estate Services, Inc.	AABE	10%
Intouch Telecommunications, Inc.	AABE	1%
Edwards-Pitman Environmental, Inc.	FBE	1%
Southeastern Engineering, Inc.	FBE	6%
TCG Consulting	FBE	1%
Participation Total		62%

Citywide Infrastructure Providers		(15 pts.)
Williams-Russell & Johnson, Inc.	AABE	23%
Corporate Environmental Risk Management, LLC (CERM)	AABE	16%
Smith Real Estate Services	FBE	2%
Neil Engineering, Inc.	ABE	2%
Southeastern Engineering, Inc.	FBE	2%
OLH & Associates	AABE	2%
D. Clark Harris	FBE	2%
TPM Services	FBE	1%
Desmear Systems	AABE	1%
Full Circle Communications	AABE	1%
Participation Total		52%

Arcadis/BPA a JV		(15 pts.)
Brindley Pieters	AABE	40%
Smith Real Estate Services, Inc.	AABE	3%
Willmer Engineering, Inc.	FBE	2%
Planners for Environmental Quality, Inc.	AABE	2%
Rossini Architects	FBE	2%
Agility Surveying	AABE	2%
Edwards-Pitman Environmental, Inc.	FBE	2%
Harris + Smith	AABE	2%
Participation Total		55%

MEMORANDUM

TO: Adam L. Smith
 FROM: Hubert Owens
 RE: **Bid Recommendation for FC 4906, Architectural, Engineering and Design Services (RFP)**
 DATE: **June 3, 2009**
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AECOM/H.J. Russell & Company a JV			(15 pts.)
H.J. Russell & Company	AABE	15%	
MHR International	AABE	12%	
Grice & Associates	AABE	5%	
Stanley, Love-Stanley, P.C.	FBE	2%	
Street Smarts	FBE	3%	
Moonshowers, Inc.	FBE	1%	
John Wright & Associates, LLC	AABE	3%	
Edwards-Pitman Environmental, Inc.	FBE	.33%	
Participation Total			41.3%

MA-HMM Gude, a JV			(15 pts.)
Accura Engineering	ABE	2%	
Desmear Systems	AABE	1%	
Full Circle Communications	FBE	1%	
Gude Management Group	AABE	20%	
Harris + Smith	AABE	4%	
J&A Engineering	HBE	.5%	
Kennedy Engineering & Associates	FBE	2%	
Louah Design Group, Inc.	AABE	2%	
Photogrammetric Science	ABE	.5%	
Southeastern Engineering, Inc.	FBE	2%	
Sykes Consulting	AABE	2%	
Turner Associates	AABE	1%	
Participation Total			38%

Atlanta Services Group			(15 pts.)
Beyondsites, Inc.	AABE	1%	
Contente Consulting, Inc.	FBE	.5%	
DW and Associates	AABE	.5%	
Edwards-Pitman Environmental, Inc.	FBE	1%	
Full Circle Communications, Inc	FBE	.5%	
JAT Consulting Services, Inc.	FBE	1%	
Lemongrass Consulting, Inc.	FBE	1%	
Q Solutions, Inc.	FBE	1%	
S.L. King Technologies	FBE	4%	
Sykes Consulting, Inc.	AABE	1%	
Transportation Systems Design, Inc.	FBE	3%	
Upbuild Design, LLC	FBE	1.5%	
Willmer Engineering, Inc.	FBE	1%	
Engineering Design Technologies, Inc.	AABE	26%	
S.L. King & Associates	AABE	26%	
Participation Total			69%

MEMORANDUM

TO: Adam L. Smith
FROM: Hubert Owens
RE: **Bid Recommendation for FC 4906, Architectural, Engineering and Design Services (RFP)**
DATE: **June 3, 2009**
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Brown & Caldwell/Delon Hampton and Associates (BC/DHA) a JV (15 pts.)

Delon Hampton & Associates	AABE	33%
Long Engineering	FBE	10%
Red Bridge Consulting, Inc.	AABE	3%
The Collaborative Firm	AABE	2%
Beyondsites, Inc.	AABE	1%
The Architecture Group	FBE	5%
<u>Smith Real Estate Services</u>	<u>AABE</u>	<u>1%</u>
Participation Total		55%

Parsons/Cardozo Engineering a JV (15 pts.)

Cardozo Engineering, Inc.	FBE	26%
Ebony Glass and Mirror (EGM)	AABE	4%
Edwards-Pitman Environmental, Inc.	FBE	.25%
Full Circle Communications, Inc.	AABE	1%
Horace A. Alleyne & Associates	AABE	3%
Infrasite Management, Inc.	AABE	3%
Malvada Group, LLC	AABE	1%
MHR International, Inc.	AABE	3%
Multi-Energy Group, LLC	AABE	12%
Q-B Engineering, Inc.	HBE	3%
Smith Real Estate Services	AABE	1%
<u>Street Smarts, Inc.</u>	<u>FBE</u>	<u>.25%</u>
Participation Total		57.5%

Shaw-Benchmark a JV (15 pts.)

Lemongrass Consulting, Inc.	AABE	.5%
Moonshower	FBE	2%
Multi-Energy Group	AABE	3%
Street Smarts, Inc.	FBE	3%
Studio ALA, LLC	FBE	1%
BenchMark Management Services, LLC	AABE	28%
Edwards-Pitman Environmental, Inc.	FBE	1%
Full Circle Communications	AABE	.5%
Gude Management Group, LLC	AABE	2%
Harris + Smith	AABE	2.5%
<u>Stellar Services</u>	<u>ABE</u>	<u>.5%</u>
Participation Total		44%

MEMORANDUM

TO: Adara L. Smith
FROM: Hubert Owens
RE: **Bid Recommendation for FC 4906, Architectural, Engineering and Design Services (RFP)**
DATE: **June 3, 2009**
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Total Solution Partners			(15 pts.)
Clarification & Mediation, Inc.	FBE		1%
TCG Consulting, Inc.	FBE		1%
Dragon Consulting Group	FBE		1%
Edwards-Pitman Environmental, Inc.	FBE		1%
LCW Engineering, Inc.	FBE		5%
Street Smarts	FBE		1%
B&E Jackson & Associates, Inc.	AABE		33%
Participation Total			43%

If you have questions, please contact me at (404) 330-6010 or Bruce T. Bell at (404) 330-6009.

cc: File
Anthony Stanley, DOP



Ms. Seham Abdulahad
Project Manager, City of Atlanta
Department of Watershed Management
Bureau of Watershed Protection
263 Decatur Street, 2nd Floor
Atlanta, GA 30312

ARCADIS/BPA, Joint Venture
2849 Paces Ferry Road
Suite 400
Atlanta
Georgia 30339
Tel 770 431 8666
Fax 770 435 2666

Subject:
Scope of Services for FEMA Property Acquisition
City of Atlanta Annual Contract for A/E Services Contract No. FC-4906A

WATER RESOURCES

Dear Ms. Abdulahad:

Date:
August 13, 2010

The ARCADIS/BPA, Joint Venture is pleased to submit the enclosed scope of services and cost estimate to provide property acquisition services to the City of Atlanta for procurement of FEMA-funded properties. Enclosed please find the following detailed information, which includes the basis of our estimates and documentation substantiating our proposal:

Contact:
Roman Gau

1. Task Order Template – Land Acquisition
2. Exhibit A – Scope of Services
3. Exhibit B – Task Order Billing and Payment Terms

Phone:
770.384.6508

Services will be provided in accordance with the contract labor rates outlined in the ARCADIS/BPA, Joint Venture architectural and engineering services contract. Direct expenses will be invoiced at cost.

E-mail:
roman.gau@
arcadis-us.com

We look forward to providing these services to the City of Atlanta. Please do not hesitate to call if you have any questions.

Our ref:
2010-S157

Sincerely,

ARCADIS/BPA, Joint Venture

John C. Dean, PE
Vice President and Contract Manager

Enclosure

Copies:
Wesley Barnes, BPA

This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to ARCADIS as a result of — or in connection with — the submission of this proposal, ARCADIS and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.



Task Order Template – Land Acquisition

Agreement Number: **FC-4906A Architectural Engineering and Design Services ("Agreement")**

Task Order Number: **8**

Task Order Maximum Payment Amount: **\$191,200**

The above referenced Task Order is made and entered into by and between the City of Atlanta ("CITY"), pursuant to the Agreement;

AND

Arcadis/Brindley Pieters & Associates, a Joint Venture ("CONSULTANT").

This Task Order is made a part of the Agreement between the City and the Consultant, together with all attached exhibits made a part of this Task Order.

The period of performance/delivery date for this Task Order begins as of the Commencement Date, 10/05/10, and shall be completed by a Completion Date of 09/06/11, unless a written modification to this Task Order is made by the City.

Task Order Services to be Provided: Consultant shall perform all work related to this task order in accordance with the scope of services, specifications and the Consultant's proposal attached and incorporated as Exhibit "A".

All parcels to be acquired must include the following, unless otherwise directed by the City. Acquisitions may include temporary construction easement areas, including staging areas; permanent easements; easement exchanges; or fee simple acquisitions. All acquisitions involving water, sewer or storm water easements must be completed using easement forms approved by the City Attorney for each project. Any changes in the easement forms resulting from negotiated acquisitions must be approved by City Attorney.

- Phase 1 Environmental Study:
- Appraisal by certified Georgia Appraiser: Dennis Carr, MAI
- Limited Title Search, unless full title search requested by City (40 – 100 year report)
- Preparation of Closing Package
- Closing Costs, including fees for closing attorney (closing attorney to be approved and paid through City Attorney's office)
- Survey of property to be acquired by Georgia licensed land surveyor in recordable format, including preparation of legal description of acquisition area.

Agreement Number: FC-4906C Architectural Engineering and Design Services
Task Order Number: _____
Task Order Consultant: Arcadis/Briendly Pieters and Associates, a Joint Venture

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Task Order Template – Land Acquisition

Task Order Milestones: Notice to Proceed: 10/05/10
Complete Environmental Studies: 04/05/11
Complete Appraisals by Georgia Certified Appraiser(s): 12/01/10
Complete Preparation of Closing Packages: 02/20/11
Complete Preparation of Condemnation Packages (if needed): N/A
Complete all Land Acquisition and Negotiation Activities: 02/20/11

Additional Task Order Provisions: **None**

Key Task Order Personnel: Services Coordinator –**John Dean** Project Manager –**Roman Gau**
Land Acquisition Manager – **Stephen R. Evans** Other Key Personnel – **Karla Smith**

Appraiser: **Dennis Carr, MAI**

Title Attorney: **Samuel L. Obenschain, Jr.**

Surveyor: **Agility Surveying Co., Inc. - Rawle J. Stanley, P.L.S.**

Land Negotiating Team: **Smith Real Estate Services, Inc.-Stephen R. Evans, SR/WA, NAC, RAC**

[Note: City Attorney makes final decision on hiring and use of all attorneys needed for land acquisition projects and may utilize internal City resources for the same].

City Project Contact Information:

Seham Abdulahad

Greenway Division

Department of Watershed

263 Decatur Street

2nd floor

Atlanta, GA 30312

Phone: 404 546 1256

Fax: 404 546 8225

E-Mail: sabdulahad@AtlantaGa.Gov

Consultant Project Contact Information:

Roman Gau

ARCADIS U.S., Inc.

2849 Paces Ferry Road

Suite 400

Atlanta, GA 30339

Phone: 770 384 6508

Fax: 770 435 2666

E-Mail: roman.gau@arcadis-us.com

Task Order Terms for Expenses: Reimbursed @ cost

Task Order Billing and Payment Terms: Attached and incorporated as Exhibit "B"

City Invoicing Contact Information:

Seham Abdulahad

Greenway Division

Consultant Invoicing Contact Information:

Pamela Runner

ARCADIS U.S., Inc.

Agreement Number: FC-4906C Architectural Engineering and Design Services
 Task Order Number: _____
 Task Order Consultant: Arcadis/Briendly Pieters and Associates, a Joint Venture

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Task Order Template – Land Acquisition

Department of Watershed
 263 Decatur Street
 2nd floor
 Atlanta, GA 30312
 Phone: 404 546 1256
 Fax: 404 546 8225
 E-Mail: sabdulahad@AtlantaGa.Gov

2849 Paces Ferry Road
 Suite 400
 Atlanta, GA 30339
 Phone: 770 384 6527
 Fax: 770 435 2666
 E-Mail: pamela.runner@arcadis-us.com

Attachments: **Scope of Work (Exhibit 'A')**

Staffing Proposal: (See labor hours below)

Estimated Labor Hours and Associated Fee for Task by Labor Category:

Labor Category	Home Office Rate	Estimated Home Office Hours per Category	Field Office Rate	Estimated Field Office Hours per Category	Total Estimated Fee per Category
Project Manager 4	\$199.00		\$168.00		\$
Project Manager 3	\$180.00	16	\$157.00		\$ 2,880
Project Manager 2	\$156.00	57	\$133.00		\$ 8,892
Engineer 10	\$230.00		\$192.00		\$
Engineer 9	\$192.00		\$167.00		\$
Engineer 8	\$185.00		\$158.00		\$
Engineer 7	\$163.00	24	\$140.00		\$ 3,912
Engineer 6	\$140.00		\$120.00		\$
Engineer 5	\$120.00		\$100.00		\$
Engineer 4	\$105.00		\$90.00		\$
Engineer 3	\$90.00		\$75.00		\$
Designer 5	\$122.00		\$106.00		\$
Designer 4	\$102.00		\$88.00		\$
Designer 3	\$92.00	119	\$77.00		\$ 10,948
Scientist 8	\$192.00	20	\$169.00		\$ 3,840
Scientist 7	\$163.00	28	\$140.00		\$ 4,564
Scientist 6	\$139.00		\$124.00		\$
Scientist 5	\$118.00	250	\$104.00		\$ 29,500
Surveyor, Land	\$141.00		\$125.00		\$
Surveyor 5	\$122.00		\$110.00		\$
Surveyor 4	\$108.00		\$98.00		\$

Agreement Number: FC-4906C Architectural Engineering and Design Services

Task Order Number: _____

Task Order Consultant: Arcadis/Briendly Pieters and Associates, a Joint Venture

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Task Order Template – Land Acquisition

Labor Category	Home Office Rate	Estimated Home Office Hours per Category	Field Office Rate	Estimated Field Office Hours per Category	Total Estimated Fee per Category
Surveyor 3	\$90.00		\$83.00		\$
Survey Crew (2 person)	\$125.00	111	\$102.00		\$ 13,875
CAD Manager	\$124.00		\$106.00		\$
CAD Technician 4	\$93.00	72	\$80.00		\$ 6,696
CAD Technician 3	\$80.00		\$68.00		\$
Construction Manager	\$160.00		\$135.00		\$
Resident Engineer	\$138.00		\$115.00		\$
Senior Field Engineer	\$128.00		\$104.00		\$
Field Engineer	\$102.00		\$86.00		\$
Construction Inspector	\$90.00		\$74.00		\$
Land Acquisition Manager	\$126.00	152	\$102.00		\$19,152
Appraiser Level IV	\$154.00		\$144.00		\$
Appraiser Level III	\$139.00	87	\$127.00		\$12,093
Appraiser Level II	\$115.00	37	\$107.00		\$4,255
Appraiser Level I	\$115.00		\$107.00		\$
Office Manager	\$90.00		\$76.00		\$
Administrative Assistant, Sr.	\$80.00	104	\$68.00		\$ 8,320
Administrative Assistant	\$60.00	110	\$50.00		\$ 6,600
Computer Aided Facility Management Systems Consultant Senior	\$148.00		\$129.00		\$
Landscape Architect, Principal	\$160.00		\$140.00		\$
Landscape Architect	\$130.00		\$113.00		\$
Landscape Designer	\$98.00		\$86.00		\$
Architect, Principal	\$162.00		\$140.00		\$
Architect	\$140.00		\$125.00		\$
Interior Designer	\$133.00		\$118.00		\$
Graphic Designer	\$100.00		\$88.00		\$
Task Order Labor Totals		1187			\$135,527
Direct Expenses					\$ 19,673
Closing Costs					\$36,000
Task Order Totals					\$191,200

Maximum Allowable Compensation: **\$191,200**

Agreement Number: FC-4906C Architectural Engineering and Design Services
Task Order Number: _____
Task Order Consultant: Arcadis/Brindley Pieters and Associates, a Joint Venture

Page 5

Task Order Template – Land Acquisition

Estimated MBE/WBE Summary:

MBE/WBE Firms Utilized in Task Order: **Agility Surveying Co., Inc (MBE) & Smith Real Estate Services, Inc. (WBE)**

Estimated MBE Percentage: **16.4%** Amount: **\$31,328**

Estimated WBE Percentage: **21.7%** Amount: **\$41,500**

Total Estimated MBE/WBE Percentage: **38.1%** Amount: **\$72,828**

Task Order Billing and Payment Terms: Attached and incorporated as Exhibit "B"

Authorized Representatives and Signatures:

City of Atlanta Representative: **Seham Abdulahad**

Signature: _____

Consultant Representative: **John Dean**

Signature: _____

Task Order Number: **8**

Total Task Order Amount: **\$ 191,200**

The above referenced Task Order is made and entered into by and between the City of Atlanta, through its Contractual Agreement, hereinafter referred to as the CITY;

AND

Arcadis/Brindley Pieters & Associates, a Joint Venture

hereinafter referred to as the CONSULTANT.

This Task Order is made a part of the Professional Services Agreement referenced above between the City and the Consultant.



Exhibit A

Scope of Services

Overview

The ARCADIS/BPA, Joint Venture is pleased to present this scope of services and fee estimate for the FEMA Property Acquisition project. At the City of Atlanta's (COA's) request, the following scope of services includes land acquisition services, boundary surveys, Phase I Environmental Site Assessment (ESA) surveys, asbestos inspections, closing cost payments, and any associated general administration and coordination of subconsultants. The scope does not include any demolition or property clearance responsibilities. The ARCADIS/BPA, Joint Venture team members involved in the project include: ARCADIS U.S., Inc. (ARCADIS), Smith Real Estate Services, Inc. (SRES), and Agility Surveying Co., Inc. Properties to be purchased are:

1	2381 Armand Road
2	2144 Melante Drive
3	2093 Fairhaven Circle
4	757 Woodward Way
5	391 Golfview Road
6	1342 Hanover West Drive
7	2235 Havenridge Drive
8	2243 Havenridge Drive
9	2249 Havenridge Drive
10	1601 West Wesley Road
11	473 Woodward Way
12	1356 Hanover West Drive

Task 1 – City of Atlanta – Standard Land Acquisition Project (SRES)

SRES shall be responsible for all land acquisitions for this assigned project based on individual project requirements. All acquisitions shall be made in conformity with applicable state and federal laws. Based on the assumption that property will be acquired, fee simple land takings are anticipated for the project.



Exhibit A

Scope of Services

Accordingly, SRES' duties shall include, but not be limited to, the following:

Step I

1. SRES will review plans/plats/surveys with engineers and prepare a pre-acquisition cost estimate that will be developed on an Excel spreadsheet. SRES will order all title work on land parcels. Fee simple land takes will have full title searches ordered.
2. From title search information, SRES will develop a list of property owner contacts, as required.
3. From the property owner list, SRES will mail a contact letter to the individual property owner to identify a contact person at SRES who will be available to answer property owner questions and concerns.
4. SRES will obtain individual property plats/surveys from the engineer.

Step II

1. SRES will order appraisal(s) for the project.
2. After receiving completed appraisals, SRES will order review appraisals as necessary.
3. After receiving completed review appraisals, SRES will prepare an appraisal package and submit the package to COA's enterprise management department for review and Estimated Just Compensation approval.
4. With approved appraisals, SRES will prepare the agreement to purchase from pre-approved agreements approved by COA's law department. The purchase price is to be 85 percent of the approved appraisal.
5. SRES will contact property owners and present the offer. Negotiations will be ended when a signed agreement with the amount or a negotiated settlement is signed. When settlement has been reached and closing occurs, all documents will be forwarded back to SRES, where the files will be prepared for retirement to COA's real estate and purchasing department.

Use or disclosure of information contained on this sheet is subject to the restriction and disclaimer located on page 7 of this document.



Exhibit A

Scope of Services

Step III

1. Negotiations will be ended with a signed agreement based on the dollar amount offered by COA. At least three attempts will be made to meet with the property owner to obtain acceptance of the approved appraisal amounts for the property.
2. With a signed agreement, SRES will forward the paperwork to the closing attorney for settlement and recordation. The paperwork will include the signed agreement, title work update, and plat. The approved county deed will be signed at settlement. The deed and plat/survey will be recorded by the closing attorney, and that paperwork will be forwarded back to SRES for the files to be retired to COA's enterprise management department.

Assumptions:

1. It is assumed that property will not be obtained by condemnation on this project and that property owners are not eligible for relocation benefits. Therefore, services and fees for these items are not included.
2. An estimate of \$6,500 is included for payment of title fees.

Task 2 – Surveys

Task 2.1 – Property Boundary Surveys (Agility Surveying Co., Inc.)

Agility Surveying Co., Inc. shall prepare a boundary survey of listed properties. All work will comply with applicable legislation, particularly Act No. 1291 to the legislature of Georgia (the Georgia Plat Act) as defined by the state manual of the Surveying and Mapping Society of Georgia with all current revisions and updates. Survey work will be completed in a manner consistent with accepted professional standards, such as the ALTA/ACSM Land Title Surveys as adopted by American Land Title Association, American Congress on Surveying and Mapping, and the National Society of Professional Surveyors (1999) in accordance with the following:

1. Survey will be tied to the state plane coordinate system (OCGA §44-4-20 through 31). Global positioning system control for coordinates will be based on real-time kinematic.



Exhibit A

Scope of Services

2. A full legal description for each parcel and subparcel will be provided (as applicable) on the face of the plat or on the map of the survey, if practical, or otherwise attached to and incorporated in the plat or map. The legal description shall include the following:
 - a. Street, address, block, and lot
 - b. Metes and bounds
 - c. Values for each corner based on the City/County's standard map projection, the Georgia state plane west zone system
 - d. County, district, land lot, block, and tax ID using the xx-xxx-xx-xxx format
 - e. Reference to the book and page or document number of public records
3. Documents will include names of all recorded owners of adjacent property and the reference book and document page number of adjacent parcels.
4. Documents will show the current zoning of the property; if there is more than one designation, the extent of each shall be shown. The zoning of adjacent properties and property across roadways shall also be shown.
5. Documents will show boundary lines, streets with right-of-way, easements, and lot lines, including length, area, radius, land bearing and distance, and the names of all owners of right-of-way and easements.
6. Based on available information, documents will identify public and private utility lines whether active or abandoned, property improvements, location of underground utilities, and their easements. The utilities shown will include, but are not limited to: water, gas, electric, and telephone services; traffic signals; light poles; fiber optic cables; sanitary and storm sewers; pump stations; retention and treatment facilities; and discharge points. The documents will identify discharges onto and from the property and associated easements.
7. Documents will show jurisdiction and width of adjoining streets and highways, width and type of pavement, and landmarks, including significant trees (estimate diameter and species).



Exhibit A

Scope of Services

8. Documents will locate all rivers and streams on or adjacent to the subject property.
9. Documents will include applicable floodplain areas as designated on FEMA and FIRM maps or certification that the subject property is not located within any identified floodplain area.
10. Documents will show all existing structures, improvements, fences, and/or paved areas (including parking spaces) and buildings. Overhangs of structures will be indicated with dashed lines. Dimensions will be provided at the perimeter of existing structures, buildings, and property lines, including setback requirements.
11. Documents will either identify limits and areas of all encroachments both on and by the subject property and any associated improvements or provide certification that there are no encroachments.
12. Documents will identify method used and percent factor if adjustments are made to the property survey closure.
13. Documents will include coordinate points for GPS locations of all corners or changes in direction.
14. Documents will indicate all points of beginning and corner markers set in the field and/or notes whether corners are found, placed, or to be placed, and the nature of any monuments at each point.
15. Calculations for area are to be at one thousandths of an acre in accordance with the standards.
16. Documents will include:
 - a. Legend of symbols and abbreviations used on the drawings
 - b. Level of scale for the drawings
 - c. Surveyor's name, address, and phone number
17. A surveyor's report (inspection report) will be prepared on the applicable title insurance company form as requested by the City and/or client.



Exhibit A
Scope of Services

18. Additionally, the survey plan should contain, in writing, applicable certifications as required above, plus the certification attached as Attachment A.
19. The boundary will be walked with a City-authorized representative within three days of the delivery of the survey to identify applicable property corners, pins, and monuments.
20. The surveys are to be provided in accordance with COA specifications in hard-copy, AutoCAD, and shapefile formats, including a reduced copy of the surveys in ANSI B (11 inches by 17 inches) in electronic .pdf format.
21. Field boundary markers are to be provided in accordance with COA specifications.

Task 2.2 – Phase I Environmental Site Assessment Surveys (ARCADIS)

ARCADIS will prepare a Phase I ESA for identified properties. The Phase I ESA will meet ASTM E 1527-05 standards, which is the customary practice used by environmental professionals.

ARCADIS' services will include records review, reconnaissance, interviews, and preparation of a single report for the 12 properties in accordance with the attached guidelines. We will review environmental regulatory database information regarding environmental conditions on and surrounding the subject property, physical setting sources, and historical information sources regarding past uses of the property. We will also ask for and review other documents regarding environmental conditions on the subject property provided by you, the property owner, and the key site manager (if any are identified). Reconnaissance of the subject property will consist of observing the periphery of the property, the periphery of structures on the property, and interior portions of the property. Adjoining properties will be observed from the perimeter of the subject property and from public thoroughfares during the site reconnaissance. We will observe current and past uses and conditions. Reasonable attempts to conduct interviews as required in ASTM E 1527-07 will be made.

Task 3 – Asbestos Investigations (ARCADIS)

The work will be based on a visual observation of the building components, types of materials used in the construction, and a physical assessment of the suspect asbestos materials. Based on the assessment, the building will be subdivided into sampling



Exhibit A

Scope of Services

areas; each sampling area will consist of homogeneous materials. The survey is intended to be a demolition survey and will include sampling suspect materials that may be asbestos within the interior and exterior areas of each residence, including roofs. An inspector will then collect the minimum required samples in accordance with applicable AHERA and OSHA requirements. The samples will be transported to the laboratory for testing. A single report for the 12 properties will be prepared to document the test results and provide a recommendation for abatement and/or repairs.

Task 4 – Project Management and General Project Coordination (ARCADIS)

Prepare agendas, schedule meetings, prepare meeting minutes, and address City questions and concerns. Prepare work order assignments and issue them to ARCADIS/BPA, Joint Venture team consultants. Address contract compliance issues as required for the team consultants to proceed with the assigned work. Provide project coordination as required for project team consultants and staff to meet appropriate deliverable and schedule requirements.

Task 5 – Closing Costs Administration for the Purchased Properties (ARCADIS)

Upon receipt of final closing statements, obtain and deliver certified bank checks and administer payments to cover the closing costs (to the extent budgeted herein) for the purchased properties.

Compensation

The estimated fee to perform the above-mentioned services is as follows:

Task 1	City of Atlanta – Standard Land Acquisition Project	\$48,000
Task 2	Surveys	\$42,000
Task 3	Asbestos Investigations	\$47,400
Task 4	Project Management and General Project Coordination	\$17,800
Task 5	Closing Costs Administration for the Purchased Properties	\$36,000
Total		\$191,200

This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to ARCADIS as a result of — or in connection with — the submission of this proposal, ARCADIS and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.

GUIDELINES
For
Environmental Phase I & Limited Phase II Surveys

GENERAL:

Services shall include all, personnel, materials, and all things necessary to provide all research, recommendations, studies, conferences, presentations, written documents, designs, specifications, details, drawings, issuance of certificates for payment, review of documents, inspections, supervision and approval of work, preparation of estimates, necessary to accomplish specific assignments.

PHASE I – ENVIRONMENTAL SITE ASSESSMENT

Through this Phase I Environmental Assessment, the Contractor shall determine or discover the obvious presence or likely presence of hazardous material, which has been released or is likely to be released on the site. The range of contaminants considered should be consistent with the scope of the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA) and should include petroleum products. This investigation shall consist of a review of the following sources of information regarding the previous use and ownership of the sites under consideration, but shall not be limited to these sources of information if the Contractor deems additional sources of information as important or necessary to the thorough and successful completion of the contamination assessment process:

1. Land use history, including names of previous owners and major activities conducted on the property, for a period of at least 50 years; a general characterization of surrounding land uses.
2. Aerial photographs which may reflect prior uses of the real property and which are reasonably obtainable through state or local government agencies, or through utility companies. Review available public agency topographic maps, studies, and information on geology, soils, and surface water in the immediate vicinity of the properties.
3. Determination of the existence of recorded environmental cleanup liens against the real property which have arisen pursuant to Federal, State, and local statutes;
4. A visual site inspection of the proposed sites and facilities and improvements on the real property, and a visual inspection of immediately adjacent properties from the proposed sites, including an investigation of any chemical use, storage, treatment and

disposal practices on the property. In addition, the focus of the site visit will be on the identification of visual potential sources of adverse environmental impacts such as the presence of underground storage tanks, aboveground storage tanks, stored drums, waste storage piles or impoundments, pipelines, and land filled materials. Identify specific areas on the subject properties where, based upon the above, testing and/or subsurface investigations may be required. Photograph pertinent conditions observed during site inspection. The extent to which these inspections will be performed will vary based on the property size, type, current usage and past usage.

5. Federal, State, and local government records of sites or facilities where there has been a release of hazardous substances and which are likely to cause or contribute to a release or threatened release of hazardous substances on the real property, including investigation reports for such sites or facilities; Federal, State, and local government environmental records, obtainable through a Freedom of Information Act request, of activities likely to cause or contribute to a release or threatened release of hazardous substances on the real property, including landfill and other disposal location records, underground storage tank records, hazardous waste handler and generator records and spill reporting records; and such other Federal, State, and local government environmental records which report incidents or activities which are likely to cause or contribute to release or threatened release of hazardous substances on the real property. These data sources include the following regulatory database lists and files and the minimum search distances in miles:
 - a. Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS), -.5 mile;
 - b. National Priorities List (NPL), - 1.0 mile;
 - c. Facility Index Listing (FINDS), - subject sites.
 - d. Federal Agency Hazardous Waste Compliance Docket, - 1.0 mile,
 - e. Federal RCRA TSD Facilities List, - 1.0 mile,
 - f. Federal RCRA Generators List, - Subject sites and adjoining properties.

Other documents, if available and applicable, include:

- 1) Georgia State Underground Storage Tank File, - Subject sites and adjoining properties,
- 2) Georgia Hazardous Site List -.5 mile,

The outcome of the Phase I should determine and recommend the necessity for completing a Phase II Environmental Assessment. If a Phase

It is recommended for completion, a separate request and contracting document will be initiated.

PREPARATION OF PHASE II ENVIRONMENTAL ASSESSMENT

If requested, in writing, by the City's Representative, but presented as a separate study, and under a separate contracting document, the Contractor shall prepare a Phase II Environmental Site Assessment examining the sites under consideration by the City for the proposed action. The Phase II Assessment will be a continuance of the investigation conducted during the Phase I Environmental Site Assessment. Information reviewed for the Phase II shall include some or all of the following items, as well as other sources of information as the Contractor deems necessary for the successful completion of the study:

1. Sampling of soil from representative locations throughout the entire site delineated area, or other areas as specified by the scope of work, to determine the existence of any significant contamination from past or present circumstances and activities;
2. Sampling of suspect building materials for such contaminants as asbestos, lead, radon, and other materials;
3. Installing geoprobe or equivalent temporary borings or groundwater monitoring wells and collecting and analyzing groundwater samples;
4. Monitoring ambient air quality;
5. Sampling and identifying potentially hazardous wastes stored on-site;
6. Options for abatement of any and all contaminated materials on the site in full compliance with existing State and Federal regulations.
7. Prior to beginning any on-site work, the Contractor shall: obtain permission to enter upon the site from the property owner of record; and, notify all municipal agencies and service utility companies having jurisdiction over the area in which the work is to be performed, through the Utilities Protective Services "one call" program in order to protect and all existing sewer, water, gas, electricity, and other utility services and structures. In the performance of this work the Contractor shall provide safe support and necessary protection to adjacent property and structures and maintain safe conditions to protect life, limb, and property.

GUIDELINES FOR PHASE I/PHASE II ENVIRONMENTAL SITE ASSESSMENTS

1. Background and Regulatory Requirements

The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA), also known as Superfund, was created

to provide the authority and a source of funding for cleaning up hazardous substances released into the environment. A basic goal of Congress in writing CERCLA was to make those who are in control of property (owners and operators) contaminated by hazardous substances financially responsible for their clean up. Under CERCLA; you are potentially liable for clean up if you were a past owner/lessor/lessee of property when it was contaminated, are a current owner/lessor/lessee of contaminated property, or if you buy or lease property already contaminated by someone else.

Current property owners who did not cause contamination may still be financially liable for contamination associated with their land because of CERCLA's provisions of strict liability for contamination, and joint and several liability among potentially responsible parties (PRPs).

The Superfund Amendment and Reauthorization Act of 1986 (SARA) amended legislative, regulatory, and judicial climate has provided notice to property buyers, developers, and lending institutions of the environmental risks associated with purchasing property. In some cases, the cost of cleaning up a hazardous waste site can far exceed the value of the property. This risk, as well as the "innocent purchaser" defense, has created the need for environmental site assessments.

A Phase I Environmental Site Assessment is a mechanism to identify and analyze the potential environmental risks and liabilities associated with a real estate transaction. It has two basic components: a site inspection, and a historical records search and public agency file review. Results are provided in a report.

A Phase II Environmental Site Assessment is required if the results of the Phase I indicate the possible presence of contaminated substance(s), or the need for additional information. The purpose of the Phase II is to confirm the presence of contamination, determine its type(s), outline and summarize the amount of remedial actions that may be required and list any potential risks to current/future users. They will also identify a range of the potential remediation cost and a rough estimate how long it may take to complete. Results are provided in a report.

2. Procedures

A thorough inspection of the site is usually conducted first to familiarize the assessor with the physical parameters of the property and the surrounding properties. During this inspection, the assessor inspects the property and adjacent properties at the property line for signs of obvious contamination such as discolored soil, dead vegetation,

underground tank appurtenances, leaking drums or other containers, transformers, and, if needed, evidence of asbestos or radon gas. The assessor also takes note of all current facility users and any relevant activity that may have impacted the property being assessed. These observations are documented with photographs. If the property is undeveloped, a historical review of agricultural uses of the area is conducted to identify possible pesticide or herbicide use. The site visit can include interviews with current business owners and employees to determine current uses of the property. Surrounding business owners and employees may also be interviewed to determine past uses of the site and surrounding areas.

Historical records are also searched to determine historical ownership and occupancy of the subject property for the past 50 to 100 years. Chain-of-title documents are obtained from a title company and are reviewed for property ownership. Because property owners are not always property occupants, historical maps and city directories are viewed for property occupancy.

Available aerial photographs are also reviewed for historical and current property occupants and uses. Aerial photographs are often available for the past 50 to 60 years and property development can be verified by reviewing them.

Public agency files are then reviewed for information on the subject property. Environmental regulatory agency files are reviewed for documentation of hazardous substance contamination and/or regulation of the subject property. Files and site lists are reviewed at the U.S. Environmental Protection Agency (EPA).

When required, local city and county agencies such as fire departments, health departments, and public works department's records are also reviewed. These local agency files may contain building and commercial utilities permits (water, sewer, and electrical permits), fire department inspection records/permits for buildings and underground storage tanks and information on zoning, adjacent landfills, and electrical transformers. Interviews with representatives of these local agencies are conducted to expand the information found in file reviews.

Based on the site inspection, interviews, historic records, and public agency file review a report is prepared that summarizes the findings and presents recommendations for field and laboratory work, if required. If contamination is identified or suspected, soil and ground-water samples may be collected and analyzed.

3. Substances Addressed during Assessments

While conducting a Environmental Site Assessment, the assessor should be aware of the most common contaminants for a given site, what they are, where they exist, and what may be involved in responding to their presence. Historical and agency research provides the background information needed for determining contaminants present at a site. Hazardous substances commonly found include:

- a) Polychlorinated biphenols (PCBs)
- b) Chlorinated Hydrocarbons
- c) Petroleum Products
- d) Pesticides and Herbicides
- e) Heavy Metals
- f) Hydrogenated solvents.
- g) Asbestos and Lead Based Paint Surveys

The number of samples collected will depend on the size of the buildings and the type of materials found during our site inspections.



**EXHIBIT B
TASK ORDER BILLING
AND PAYMENT TERMS**

Page 1

8 Payment Procedures.

8.1 General. City will not be obligated to pay Consultant any amount in addition to the Charges set forth in an applicable Task Order for Consultant's provision of the Services. Consultant Personnel hourly rates, reimbursable expenses, and other compensable items under this Agreement and issued Task Orders are set forth on Exhibit A.1, Compensation.

8.2 Invoices. Consultant shall prepare and submit to City invoices for payment of all charges in accordance with the applicable Task Order. Each invoice shall be in such detail and in such format as City may reasonably require. To the extent not set forth in a Task Order, Consultant shall invoice City monthly for Services rendered.

8.3 Taxes. The Charges are inclusive of all taxes, levies, duties, and assessments ("Taxes") of every nature due in connection with Consultant's performance of the Services. Consultant is responsible for payment of such Taxes to the appropriate governmental authority. If Consultant is refunded any Tax payments made relating to the Services, Consultant shall remit the amount of such refund to City within forty-five (45) days of receipt of the refund.

8.4 Maximum Amount. City shall not be obligated to pay any amount in excess of the Annual Maximum Payment Amount for all Services under all Task Orders, nor shall City be obligated to pay any amount in excess of a Task Order Maximum Payment Amount.

8.5 Payment. City shall endeavor to pay all undisputed Charges within thirty (30) days of the date of the receipt by City of a properly rendered and delivered invoice. Notwithstanding the forgoing, unless otherwise provided in the Task Order, all undisputed Charges on an invoice properly rendered and delivered shall be payable within forty-five (45) days of the date of receipt by City.

8.6 Disputed Charges. If City in good faith disputes any portion of an invoice, City may withhold such disputed amount and notify Consultant in writing of the basis for any dispute Within thirty (30) days of the later of: (a) receipt of the invoice; or (b) discovery of the basis for any such dispute. City and Consultant agree to use all reasonable commercial efforts to resolve any disputed amount in any invoice within thirty (30) days of the date City notifies Consultant of the disputed amount.

8.7 No Acceptance of Nonconforming Work. No payment of any invoice or any partial or entire use of the Services by City constitutes acceptance of any Services.

8.8 Payment of Other Persons. Prior to the issuance of final payment from City, Consultant shall certify to City in writing, in a form satisfactory to City, that all subcontractors, material men, suppliers, and similar firms or persons engaged by Consultant in connection with this Agreement have been paid in full or will be paid in full utilizing the monies constituting final payment to Consultant.

This proposal and its contents shall not be duplicated, used, or disclosed—in whole or in part—for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to ARCADIS/BPA as a result of—or in connection with—the submission of this proposal, ARCADIS/BPA and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use, or disclose the data contained in this proposal only to the extent provided in the resulting contract.

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TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: Chief of Staff

Dept.'s Legislative Liaison: _____ Maisha L. Wood _____

Contact Number: _____ (404) 330-6887 _____

Originating Department: _____ Department of Watershed Management _____

Committee(s) of Purview: _____ City Utilities _____

Chief of Staff Deadline: _____ September 14, 2010 _____

Anticipated Committee Meeting Date(s): _____ September 28, 2010 _____

Anticipated Full Council Date: _____ October 4, 2010 _____

Legislative Counsel's Signature: _____

Commissioner Signature: _____ Dexter C. White /om _____

Chief Procurement Officer Signature: _____ Alden J. Smith _____

CAPTION

A RESOLUTION AUTHORIZING THE DEPARTMENT OF WATERSHED MANAGEMENT TO APPROVE A TASK ORDER TO ARCADIS BPA, JOINT VENTURE FOR FC-4906A, ANNUAL CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES, FEMA PROPERTY ACQUISITION, ON BEHALF OF THE DEPARTMENT OF WATERSHED MANAGEMENT IN AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETY-ONE THOUSAND TWO HUNDRED DOLLARS AND NO CENTS (\$191,200.00); ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM FUND, DEPARTMENT, ORGANIZATION, AND ACCOUNT NUMBER 5052 (WATER & WASTEWATER R&E FUND) 170602 (DWM GREENWAY PLANNING & ACQUISITION) 5212001 (CONSULTING / PROFESSIONAL SERVICES) 7410000 (PLANNING & ZONING); AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any): \$191,200.00

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____
(date) (date)

Received by Mayor's Office: _____ 9.14.10 _____ Reviewed by: _____
(date) (date)

Submitted to Council: _____ (date)